

**CRANSTON SCHOOL COMMITTEE MEETING**  
**MAY 11, 2016**  
**WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)**  
**845 PARK AVENUE, CRANSTON, RI**  
**EXECUTIVE SESSION – 6:00 P.M.**  
**IMMEDIATELY FOLLOWED BY PUBLIC WORK SESSION**  
**IMMEDIATELY FOLLOWED BY PUBLIC MEETING**

**AGENDA**

1. Call to order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws –
2. PL 42-46-5(a)(1) Personnel:
  - a. Discussion of Certified Administrator A
  - b. Discussion of Certified Administrator B
  - c. Discussion of Certified Administrator C
  - d. Discussion of Certified Administrator D
  - e. Discussion of Certified Administrator E
  - f. Discussion of Certified Administrator F
  - g. Discussion of Certified Administrator G
3. PL 42-46-5(a)(2) Collective Bargaining/Litigation:
4. PL 42-46-5(3)
  - a. District Safety Plan
5. Call to order – Public Session
6. Roll call – Quorum
7. Executive Session Minutes Sealed – May 11, 2016
8. Adjourn to Public Work Session
  - a. School Dedication – Jeannine Nota-Masse
  - b. Summer School/Credit Recovery – Jeannine Nota-Masse
  - c. CDC Grant Opportunity for Middle/High Schools – Jeannine Nota-Masse
  - d. Edgewood and Rhodes Capital Projects – Ray Votto & Ed Collins
  - e. Discussion on revisions/amendments and/or deletions of the following 9000 series – Bylaws of the Board **(attached)**

9110	Number of Members and Terms of Office	Amend
9111	Filling Vacancies	No Change
9120	Officers	Amend
9140	Temporary School Committee	No Change
9210	Chairperson	Delete
9220	Clerk	Amend
9241	Legal Counsel	No Change
9260	Individual Members	No Change
9300	Rules of the School Committee – City of Cranston	Amend

9310/9320	Adoption or Amendment of Policies and Bylaws	Amend
9330	Adoption of Administrative Regulations	No Change
9340	Suspensions or Exceptions	No Change
9361.1	Regular Meeting	Delete
9361.2	Special Meeting	Amend
9362	Time and Place	Delete
9363	Notification to Members	Delete
9365	Construction of Agenda	Delete
9365.1	Tabled Resolutions	Delete
9367	Quorum	Delete
9368	Meeting Conduct Procedure	Delete
9368.13	Organization Meeting	No Change
9369	Minutes	No Change
9370	School Committee Code of Basic Management Principles and Ethical School Standards	No Change

f. Discussion on revisions/amendments and/or deletions of the following policy – Norma Cole

- Policy No. 5125(a) – Family Educational Rights and Privacy Act (FERPA) **(attached)**

g. Discussion on the following proposed new policy - Norma Cole

- Policy No. 5111.1 Early Entrance to Kindergarten Policy **(attached)**

- h. Status/Update on Policies in Review
- i. Discussion on All Day Kindergarten
- j. Discussion on Moving the 6<sup>th</sup> Grade

9. Public Hearing

- a. Students (Agenda/Non-Agenda Matters)
- b. Members of the Public (Agenda Matters Only)

10. Action Calendar/Action Agenda

**Resolution No. 16-05-01 RESOLVED**, that at the recommendation of the School Committee, the following policy be revised and/or amended. **(Second Reading) (See attached policy)**

**Policy No. 5117(b)** Permit to Attend Non-Home School Policy Amend

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at [www.cpsed.net](http://www.cpsed.net), Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: May 6, 2016

## Number of Members and Terms of Office

The election of the school committee and this term of office shall be as specified in the Charter of the City of Cranston.

After January 1991, the election of members of a non-partisan school committee of **seven five** members shall be held every two years in conjunction with the general city election in November. One member shall be elected from each **ward district** as follows:

~~District 1 shall include Wards 1 and 2; District 2 shall include Wards 3 and 6; and District 3 shall include Wards 4 and 5. The remaining two members shall be elected at large. Newly elected members shall take office on the first Monday after the New Year's Day. Members shall serve for a period of two years.~~

**Wards shall include one representative from Ward 1, Ward 2, Ward 3, Ward 4, Ward 5, Ward 6 and 1 representative as Citywide representing all wards. Newly elected members shall take office on the first Monday after the New Year's Day and shall service for a period of two years.**

Legal Reference: General Laws Rhode Island 1956, Title 16- Education  
16--2--5 Composition of town school committees Election and terms of members – Vacancies

Policy Amended: 1/11/93 (Res. No. 93-1-17)

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Filling Vacancies**

Vacancies on the school committee shall be filled by the remaining committee members as provided by law unless a special election is required.

Legal Reference: General Laws Rhode Island, 1956 Title 16 – Education  
16--2--5 Composition of town school committees --Election and terms  
of members -vacancies

**Policy Adopted:** **CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Officers**

The chairperson and the committee clerk shall be elected by a vote of the majority of the full committee (entire membership) at the organizational meeting, to serve for a term of two (2) years or at such time as either or both offices become vacant.

A vacancy in the office of chairperson and/or clerk shall be filled for the unexpired portion of time by a vote of the majority of the full committee (entire membership).

Representatives to the School Buildings Committee and Parks and Recreation Committee shall be elected in the same manner as that of the chairman and the clerk at the organizational meeting. In addition, one alternate to the School Buildings Committee shall be elected in the same manner.

**Appointments to other standing sub-committees shall be assigned by the Chairperson. Alternates appointments will be appointed by the Chairperson.**

Legal Reference: General Laws Rhode Island, 1956 Title 16 – Education 16-2-6  
Chairperson and clerk of city or town committee

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Temporary School Committee**

Temporary and special committees shall be appointed as the need arises to study special problems of concern to the school committee. Temporary and special committees when formed shall be charged with specific responsibilities prepared in writing and approved by a majority vote of the school committee. These committees shall be discharged at the completion of their assignment or upon the reorganization of the school committee whichever occurs first.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Chairperson**

- ~~1. The chairperson shall exercise such powers and perform such duties that are fixed by statute and as usually devolve upon the presiding officer of the deliberative body.~~
- ~~2. The chairperson will be authorized signatory to all legal documents.~~
- ~~3. The chairperson, with the assistance as necessary from the superintendent, shall represent the committee in all its official functions.~~
- ~~4. Notification of these events shall be extended to every school committee member.~~
- ~~5. As presiding officer during a school committee meeting, the chairperson of the school committee shall have the same rights and privileges which other school committee members enjoy, including the right to vote on all matters before it and to be counted for the purpose of determining whether a quorum is present.~~
- ~~6. The chairperson shall have the right to entertain motions, and if the chairperson wishes to speak on the substance of a matter before the school committee, the chairperson shall temporarily turn the chair over to the clerk until such time that the chairperson has concluded his/her remarks.~~

Legal Reference: General Laws Rhode Island, 1956 Title 16 Education, 16-2-7

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Clerk**

1. The clerk of the school committee shall be responsible for complete and accurate records of all regularly scheduled and special meetings of the school committee.
2. The clerk will be the authorized signatory for all invoices.
3. The clerk shall sign, upon committee authorization, all **vendor and payroll** warrants.
4. ~~The clerk shall keep a record of all tabled resolutions.~~

Legal Reference: General Laws Rhode Island 1956, Title 16 --Education 16--2--6 Chairperson and clerk of city or town committee 16--2--7 Distribution of documents and blanks by clerk

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**



**Legal Counsel**

**Consultants**

The committee may employ consultants and/or legal counsel as it deems necessary by a majority vote of the members present.

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Individual Members**

It is understood that the members of the school committee have authority only when acting as a school committee legally in session. The school committee shall not be bound in any way by any action or statement on the part of any individual school committee member except when such statement or action is in pursuance of specific instructions from the school committee.

Individual members shall be encouraged to seek through the superintendent pertinent material or information on school business which may be readily available. When the material or information desired is not readily available request for such data shall be by a vote of the majority of the committee members.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Rules of the School Committee – City of Cranston****The Presiding Officer**

The chairperson of the school committee shall preside at all meetings of the committee.

1. In the absence of the chairperson, and in the event of a vacancy in the office of chairperson from any cause, the clerk of the committee shall assume the responsibilities of the chairperson and preside at all meetings of the committee.
2. If at any meeting of the committee, both the chairperson and the clerk shall be absent, the school committee shall elect, by majority vote of the members present, a presiding officer for the meeting.

**Duties of the Presiding Officer**

1. The presiding officer shall preserve order and decorum, shall speak on points of order in preference to other members, and shall decide all points of order. Decisions by the presiding officer on points of order are subject to an appeal to the school committee by a motion regularly seconded. No other business shall be in order until the question on appeal shall have been decided by a majority vote of the school committee members present.
2. The presiding officer shall set forth all principal questions in the order in which they are moved unless a subsequent or secondary motion be previous in its nature. If a subsequent or secondary motion be previous in nature, it shall be decided before the principal motion (question) can be acted upon except that in naming sums and in fixing times, the largest sum and the longest time shall be first.
3. The presiding officer may invite individuals and guests to the rostrum from time to time to address the school committee at its regularly scheduled or special meetings.

**Duties of the Chairperson**

- ~~1. The chairperson shall appoint all committees of the school committee and their respective chairperson with the exception of the school buildings committee and the recreation committee. The members of the aforementioned subcommittees shall be elected in the same manner as the chairperson and clerk at the organizational meeting. In addition, one alternate to the school buildings committee shall also be elected in the same manner.~~
- ~~2. Special and temporary sub-committees shall be appointed by the chairperson as the need arises to study special problems of concern to the school committee. Temporary and special committees when formed shall be charged by the chairperson with specific responsibilities prepared in writing and approved by a majority vote of the school committee. These subcommittees shall be discharged at the completion of their assignment or upon re-organization of the school committee whichever comes first.~~
- ~~3. The chairperson shall exercise such powers and perform such duties that are fixed by statute and as usually devolve upon the presiding officer of the deliberative body.~~
- ~~4. The chairperson shall be authorized signatory to all legal documents.~~
- ~~5. The chairperson, with the assistance as necessary from the superintendent, shall represent the school committee in all its official functions.~~
  - ~~a. Notification of these events shall be extended to every school committee member.~~
- ~~6. As presiding officer during a school committee meeting, the chairperson of the school committee shall have the same rights and privileges which other school committee members enjoy, including the right to vote on all matters before it and to be counted for the purpose of determining whether a quorum is present.~~
- ~~7. The chairperson shall have the right to entertain motions, and if the chairperson wishes to speak on the substance of a matter before the school committee, the chairperson shall temporarily turn the chair over to the clerk until such time that the chairperson has concluded his/her remarks.~~

### **Election of the Chairperson, Clerk, and Other Officers**

1. The chairperson and the committee clerk shall be elected by a vote of the majority of the full committee (entire membership) at the organizational meeting, to serve for a term of two (2) years or at such time as either or both offices become vacant.
2. A vacancy in the office of chairperson and/or clerk shall be filled for the unexpired portion of time by a vote of the majority of the full committee (entire membership).

### **Clerk**

- ~~1. The clerk of the school committee shall be responsible for complete and accurate records of all regularly scheduled and special meetings of the school committee.~~
- ~~2. The clerk shall be authorized signatory for all invoices.~~
- ~~3. Payroll and vendor warrants shall be approved and signed by the chairperson or clerk of the school committee or by the superintendent of schools or his/her authorized representative.~~
- ~~4. The clerk shall maintain an accurate record of all tabled resolutions of the school committee.~~

### **The Quorum**

1. A majority of the full school committee shall constitute a quorum for the transaction of committee business at all meetings.
2. When a quorum is present, a majority vote shall be defined as a majority of the votes cast, which is sufficient for the adoption of any motion, except those requiring a majority of the full committee (entire membership).

**Meeting Conduct**

1. All meetings of the committee or sub-committees shall be conducted according to "Robert's Rules of Order."
  - a. If Robert's Rules of Order contradicts the adopted rules of the school committee, the school committee's rules shall prevail.
2. Rules may be suspended for good cause upon a 2/3 vote of members present.
3. Rules may be amended upon a 2/3 vote of members present.
4. All meetings of the school committee shall be held in accordance with the Rhode Island Open Meetings Laws.

**Consultants**

The committee may employ consultants and/or legal counsel as it deems necessary by a majority vote of the members present.

**Decorum and Debate**

1. Elected officials, municipal officials, school department officials, or any member of the public desiring to speak, shall address the chairperson, and after having been recognized by the chair, shall not be interrupted while addressing the school committee by any member of the committee except by (a) question of order; (b) a question of privilege; (c) the correction of a mistake; (d) a call to order.
2. The speaker shall confine his/her remarks to the merits of the pending question or concern, maintaining a courteous tone, refraining from personal remarks, refraining from attacking a committee member's motives and shall address all remarks through the chairperson. The measure, not the person(s) shall be the subject of debate.
3. It shall be the duty of the presiding officer to protect the speaker's right to address the committee.
4. It shall be the duty of the chairperson to request the speaker cease and desist if the rules of decorum are not adhered to. If the speaker continues to disobey the chairperson's direction, it shall be the duty of the chairperson to dismiss the speaker.

**Meeting Conduct (cont.)**

5. During debate or during voting, no member of the public or official shall be permitted to disturb the assembly or hamper the transaction of business.
6. With the exception of public acknowledgements and commendations which may be approved by a voice vote, all voting shall be by roll call and the yeas and nays of the individual members shall be recorded in the record.
7. The roll call shall be taken by the executive secretary of the school committee or his/her designee.
8. During a roll call vote, said roll call shall not be interrupted or stopped by the presiding officer or any member of the school committee for any reason whatsoever including points of order, personal privilege or for a member to explain his/her vote.
9. The roll call of committee members shall be prescribed by the presiding officer.
10. No policy, resolution, motion or vote, except by motions of a purely procedural nature, shall be adopted by the committee, and no appointments or removal shall be made by less than the affirmative votes of a majority of all the members of the committee present.
11. When a principal question/motion is under debate, the chairperson shall recognize no subsequent motions except:
  - to adjourn (undebatable)
  - to lay on the table (undebatable)
  - to recess (debatable)
  - to postpone to a day specified or indefinitely (debatable)
  - to commit (debatable)
  - to amend (debatable)
  - to move the previous question (undebatable)
12. The aforementioned motions shall have precedence in the order here named.
13. Every member present, when a question/motion is put, shall vote thereon, unless they abstain or recuse themselves.
  - A member may recuse themselves from voting on an issue pursuant to State law by notifying the Chair and filing paperwork with the Secretary of State's office.

**Meeting Conduct (cont.)**

14. A motion to reconsider is in order at any time during the same meeting or at an adjourned meeting; however, the motion to reconsider must be made by a member of the committee who voted in the affirmative (with the prevailing side.) Any member can second the motion. When a motion to reconsider has been decided, the original vote is void.
15. If the presiding officer so directs, every motion shall be reduced to writing.
16. No member of the committee shall speak more than once on the same question, until all other members of the committee desiring to speak thereon shall have done so, and no member of the committee shall speak more than twice on the same question.
17. In the event of a tie vote related to matters of management and policy, the matter before the committee shall be tabled to the next scheduled or special meeting of the committee, where the matter can be voted on again. If the matter is tabled to the next scheduled meeting of the committee, debate can continue before the re-vote; however, for a matter to be considered by the committee again once placed on the table, a procedural motion must be made and seconded to "remove from the table." A majority vote of the committee is required to remove a matter from the table.
18. Any member of the school committee, except the chairperson, may make a motion and/or second another member's motion.
19. Any member of the school committee, including the chairperson, shall be entitled to introduce resolutions.
20. Seating
  - In addition to the members of the school committee, the following members of the administration shall be seated on stage with the committee: (a) the superintendent, (b) the assistant superintendent, and (c) the school committee secretary. In budget sessions, the executive director of business management/operations shall also join the committee on stage.
  - Seating shall be assigned by the chair of the school committee. All members shall face one another and tables shall be set in a horseshoe shape.
  - A table shall be set up for the following Administration members in front of the public: (a) Executive Director of Business Management/Operations, (b) Executive Director of Human Resources, (c) Coordinating Director(s) of Education Programs and Services, and (d) Director of Plant Operations and Transportation.





## **Meeting Conduct (cont.)**

### **Electronic Devices**

Use of cell phones or electronic pagers are permitted only in silent / vibrate mode during any meetings of the school committee.

### **Committees**

The schedule and agendas of all sub-committees shall be established by the chairperson of each respective sub-committee.

### **Tabled Resolutions**

Any tabled resolution will be valid for a period of three (3) calendar months.

### **Public Accessibility**

Citizens shall be entitled to be heard at all regular and special meetings, public budget work sessions, and scheduled hearings of the school committee.

Any person wishing to speak before the Cranston School Committee on any agenda or non-agenda items shall sign a Speakers' sheet which will be available one-half hour prior to the start of each regularly scheduled meeting. Speakers shall list their name, address, and the issue upon which they wish to be heard.

The remarks of a citizen on agenda or non-agenda items of business shall be limited to a period not to exceed three (3) minutes during each regular or special meeting, public budget work session, or public hearing. The time constraint shall be extended to a period not to exceed five (5) minutes if requested by the citizen or school committee member to the chairperson. The chairperson only will make that determination.

Nothing herein shall be construed as limiting the rights of the superintendent, legal counsel, consultants, or heads of several departments to be heard on agenda or non-agenda items.

### **Notification to Members**

Written notice for all regular meetings shall be sent out from the superintendent's office so that the notices are in the hands of the full committee at least four days prior to the meeting. A complete agenda for the regular meeting must accompany every notice.

Notice for special meetings shall be sent in writing or email and by phone, with forty-eight (48) hours' notice except in an emergency, as determined by the chairperson and/or superintendent.

## **Meeting Conduct (cont.)**

### **Types and Call of Meetings**

- a. Regular Meetings of the committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled and be accessible to all.
- b. The school committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled council meeting.
- c. Special Meetings of the committee shall be called by the superintendent of public schools at the request of the chairperson or by a request in writing to the chairperson signed by two (2) members of the committee.
- d. Organizational Meeting of the school committee shall take place immediately following the swearing-in of the newly elected committee members which shall take place on the first Monday following the New Year.
- e. Executive Meetings or sessions of the committee shall be called at such time and place as is required for free discussion of personnel or other matters included under RI Gen. Laws. 42-46-5, and by the affirmative vote of a majority of the members present, authorize the consideration of a closed session. The administration with the chairperson's consent shall submit to the school committee an agenda for Executive Session of the items to be discussed, but not the specific content. Any tentative proposals for action taken at such closed sessions shall require confirmation at subsequent open meetings.
- f. Work Sessions – The committee, upon the chairperson's consent, may meet for work/study sessions to exchange information and to develop understanding. The meeting shall be held in accordance with the RI Open Meetings Act.

### **Determining Agenda**

The agenda for regular and special school committee meetings shall be prepared in advance by the chairperson in cooperation with the superintendent. The chairperson shall determine which matters, resolutions, etc. are appropriate before the committee.

All school committee members and the superintendent are eligible to have items placed on the agenda.

Any school committee member or the superintendent of schools who wishes an item or resolution placed on the agenda of any regular school committee meeting must submit that item or resolution to the superintendent's office or chairman, or in his absence, to the clerk at least five (5) business days (10:00 a.m.) in advance of the scheduled meeting.

## **Meeting Conduct (cont.)**

The priority of listed items on the agenda shall be established in order of importance or urgency as determined by the chairperson. All administrative items shall be available for review by school committee members on the Wednesday prior to the printing of the docket.

### **Order of Business**

At the commencement of each school committee meeting, the roll call shall be called, and if a quorum is present, the reading of the minutes of the previous meeting shall automatically be suspended unless so noted by a majority of the school committee members present.

### **Committee Agenda**

- Call to order – Executive Session
- Executive Session
- Call to order – Open Session
- Roll call/Quorum
- Executive Session minutes sealed
- Minutes of previous meeting(s)
- Public acknowledgements/Communications
- Chairperson communications
- Superintendent communications
- School Committee member communications
- Public Hearing
- Students (agenda/non-agenda matters)
- Members of the Public (agenda matters only)

### **Consent Calendar/Consent Agenda**

The consent calendar or consent agenda is approved in its entirety. If a member removes an item for discussion, the item removed now becomes an action item. The consent items are generally routine in nature unless, as mentioned previously, a member of the committee requests its removal from the consent agenda to discuss/debate.

### **Action Calendar/Action Agenda**

The action calendar or action agenda generally contains those items that require discussion/debate. Action items shall be voted upon by individual roll call of the members present.

- New Business
- Public Hearing on Non-agenda Items

### **Internal Committee Operations**

- Announcement of future meetings
- Adjournment

### **General Laws State of RI -- 1956 -Title 16- Education 16-2-8**

**Policy Adopted: 9/19/05 (Res. No. 05-9-32)**  
**Policy Adopted: 10/17/05 (Res. No. 05-10-18)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Adoption or Amendment of Policies and Bylaws**

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the school committee and to the superintendent in writing prior to a regularly scheduled school committee meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next succeeding regular meeting of the school committee. Action shall be by majority vote of those present.

Bylaw proposals and suggested amendments to or revisions of existing bylaws shall be by two-thirds vote of ALL members of the school committee at two meetings held not less than twenty-seven days apart and in the calls for which the proposed additions, amendments, or revisions shall have been described in writing.

Reference: Robert's Rules of Order, Revised 1967, Section 18, p. 40

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Adoption of Administrative Regulations**

The school committee does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the superintendent. Adoption or amendment of such school committee adopted regulations shall be by the same procedure as that specified in 9310.

The school committee reserves the right to review and veto administrative regulations should they, in the school committee's judgment, be inconsistent with the policies adopted by the school committee.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Suspensions or Exceptions**

Rules may be suspended for good cause upon a 2/3 vote of members present.  
Rules may be amended upon a 2/3 vote of members present.

**Policy Adopted: 6/25/73**  
**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**



**Regular Meetings**

~~The regular monthly meeting of the school committee shall be held on the third Monday of each month. The meeting will convene at 6:00 p.m. for executive session and no later than 7:00 p.m. for public session, with adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m.~~

**Policy Adopted: 9/17/73**  
**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Special Meetings**

Special meetings shall be called by the clerk or the superintendent of schools at the request of the Chairperson or a request in writing signed by two (2) members of the committee.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**~~Time and Place~~**

~~Regular meetings of the school committee shall be held on the third Monday of each month at 7:00 p.m. unless the time and date be changed by a majority vote of the committee at a previous monthly meeting, with an adjournment no later than 11:00 p.m. No new item of business shall be introduced after 10:30 p.m. All meetings shall be scheduled and be accessible to all.~~

~~The school committee shall make every effort to not schedule its regular meeting on the same night as the regularly scheduled City Council meeting.~~

~~Legal Reference: Gen. Laws Rhode Island 1956 — Title 16 — Education 16-2-8.~~

**Policy Amended: 10/17/05 (Res. No. 05-10-19)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Notification to Members**

~~Notice for all regular meetings shall be sent out from the superintendent's office so that they are in the hands of school committee members at least four (4) days prior to the meeting. A complete agenda for the meeting must accompany every notice.~~

~~Notice for special meetings may be by phone, e-mail and/or in writing, with forty-eight (48) hours' notice except in an emergency, as determined by the superintendent or the chairperson.~~

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**~~Construction of Agenda~~**

~~The agenda for regular meetings and special meetings shall be prepared in advance by the chairperson in cooperation with the superintendent. The chairperson shall determine which matters, resolutions, etc. are appropriate before the committee.~~

~~All school committee members and the superintendent of schools are eligible to have items or resolutions placed on the agenda.~~

~~The priority of listed items or resolutions on the agenda shall be established in an order of importance or urgency as determined by the chairperson.~~

~~Any school committee member or the superintendent of schools who wishes an item or resolution placed on the agenda of any regular school committee meeting must submit that item or resolution to the superintendent's office, or chairperson, or in his absence, to the clerk at least five (5) business days (10 a.m.) in advance of the scheduled meeting.~~

~~All administrative resolutions shall be available for review by school committee members on the Wednesday prior to the printing of the agenda.~~

~~Citizens shall be entitled to be heard at all regular and special meetings, public budget work sessions, and scheduled hearings of the school committee.~~

~~Any person wishing to speak before the school committee on any agenda or non-agenda items shall sign a speakers' sheet which will be available one-half hour prior to the start of each regularly scheduled meeting. Speakers shall list their name, address, and the issue upon which they wish to be heard.~~

~~The remarks of a citizen on agenda or non-agenda items of business shall be limited to a period not to exceed three (3) minutes during each regular or special meeting, public budget work session or public hearing. The time constraint shall be extended to a period not to exceed five (5) minutes if requested by the citizen or school committee member to the chairperson. The chairperson only will make that determination.~~

~~Nothing herein shall be construed as limiting the rights of the superintendent, legal counsel, consultants, or heads of several departments to be heard on agenda or non-agenda items.~~

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**~~Tabled Resolutions~~**

~~Unless specified, any tabled resolution will be valid for a period of three (3) calendar months.~~

**Policy Amended: 11/16/92**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Quorum**

~~A majority of the full committee shall constitute a quorum for the transaction of school committee business at all meetings.~~

~~When a quorum is present, a majority vote shall be defined as a majority of the votes cast, which is sufficient for the adoption of any motion, except, those requiring a majority vote of the entire membership~~

~~Legal Reference: Gen. Laws Rhode Island, 1956 Title 16- Education, 16-1-1 Board of Education--rules--quorum (under State Department of Education)~~

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Meeting Conduct Procedure**

~~All meetings of the committee or sub-committees shall be conducted according to "Robert's Rules of Order."~~

~~If Robert's Rules of Order contradicts the Adopted Rules of the school committee, the school committee's rules shall prevail.~~

**Policy Amended: 8/15/05 (Res. No. 05-8-24)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**



**Organization Meeting**

The organization meeting of the school committee shall take place immediately following the swearing in of the newly elected committee members which shall take place on the first Monday following the New Year.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Minutes**

Minutes of school committee meetings shall be prepared by the school committee clerk or his designee and approved by the school committee.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

### **School Committee Code of Basic Management Principles & Ethical School Standards**

The Cranston School Committee does hereby establish a code of basic principles and ethical standards for the school committee members acting individually and collectively as boards of education in the management of the public schools of Cranston.

The Cranston School Committee accepts the obligation to operate the public schools in accordance with the fundamental principles and standards of school management, which include but are not limited to the following:

- a. Formulate written policy for the administration of schools to be reviewed regularly and revised as necessary.
- b. Exercise legislative, policy-making, planning and appraising functions and delegate administrative functions in the operation of schools.
- c. Recognize their critical responsibility for selecting the superintendent, defining his or her responsibilities, and evaluating his or her performance regularly without directly engaging in administrative processes.
- d. Accept and encourage a variety of opinions from and communication with all parts of the community.
- e. Make public relevant institutional information in order to promote communication and understanding between the school system and the community.
- f. Act on legislative and policy-making matters only after examining pertinent facts and considering the superintendent's recommendations.
- g. Conduct meetings with planned and published agendas.
- h. Encourage and promote professional growth of school staff so that quality of instructions and support services may continually be improved.
- i. Establish and maintain procedural steps for resolving complaints and criticisms of school affairs.
- j. Act only through public meetings since individual board members have no authority to bind the board.
- k. Recognize that the first and greatest concern must be the educational welfare of the students attending the public schools.
- l. Work with other committee members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- m. Avoid being placed in a position of conflict of interest, and refrain from using the committee position for personal gain.
- n. Attend all regularly scheduled committee meetings as possible, and become informed concerning the issues to be considered at those meetings.

**Policy Adopted: 12/9/13 (Res. No. 13-12-15)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## Permit to Attend Non-Home School Policy

Revised policy amendment proposed by School Committee Member: Janice Ruggieri, and Assistant Superintendent Nota-Masse

Effective February 1, 2015 and *will replace Policy #5117(a)*

### General Policy Statement

Over the past several years, requests for permits for children to attend schools not assigned to them by geography, also known as the “home school,” has increased greatly, and is especially prevalent at elementary schools. The Cranston School Department granted yearly permits to students so they may attend a school other than their home school. This practice which started as an exception based on courtesy has grown exponentially and has diverged from the original permit criteria.

### Permit Criteria

Permits for a child to attend a school outside of their home school will be granted only under the following conditions:

1. Permit applications must be submitted to the Assistant Superintendent by ~~JULY 4~~ **JUNE 1** for the following school year. There is no guarantee of approval. Parents will be notified of permit decision by ~~AUGUST 4~~ **JULY 1** of that same year. *Once approved, students do not have to reapply for a permit each year; however, their permit status is subject to this policy. For just cause shown, late applications may be accepted at the sole discretion of the Assistant Superintendent. However, in no event will an application be accepted after ~~August 1~~ **July 1***
2. Documentation must accompany any request for a permit based on a medical condition and may be reviewed by the nursing supervisor for Cranston Public Schools, district physician for Cranston Public Schools and/or appropriate IEP or 504 team for consideration. Any child granted a permit based on medical need, must submit current medical documentation related to the permit request every year to the Assistant Superintendent.
3. The placement is required pursuant to an IEP or 504 Plan.
4. The student is interested in programming not offered in their home school (i.e. JROTC).
5. There are documented legal reasons why a child must attend a school outside of their home district (i.e. restraining orders, safety plans or custody agreements).
6. The student's sibling(s) attend(s) a school outside of his/her home school in the district for special service placements (i.e. ELL or special education) or due to clustering.
7. Permits not approved by the Assistant Superintendent (or his/her designee) may be appealed to the Cranston School Committee for approval. This appeal must be made in writing to the Chairperson of the Cranston School Committee by ~~AUGUST 15~~ **JULY 15** of that same year, *or any appeal rights will be deemed waived.*
8. Beginning in the 2014-2015 school year, if allowing a permit student into a classroom would result in a classroom overage (additional stipend for the classroom teacher and financial cost to the district), the permit will be denied and the student must *return to his/her home school. If returning the student to his/her home school will cause a further educational/population disruption, placement will then be at the discretion of the Assistant Superintendent.*

### Policy Implementation Schedule

Any elementary student who is placed at a school outside of their home school due to lack of space/classroom over population, also known as “clustered” students, will be given the option to return to their home school –if space is available- or they may opt to stay in their current school. Beginning in the 2013-2014 school year, students entering kindergarten and first grade must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 2-12 may be granted a permit to complete the 2013-2014 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2014-2015 school year, students entering kindergarten through grade 2 must meet criteria set forth in Cranston School Committee Policy #5117. Students in grades 3-12 may be granted a permit to complete the 2014-2015 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2015-2016 school year, students entering kindergarten through grade 3 must meet criteria set forth in Cranston School Committee Policy #5117(b). Students in grades 4-12 may be granted a permit to complete the 2015-2016 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2016-2017 school year, students entering kindergarten through grade 4 must meet criteria set forth in Cranston School Committee Policy #5117(b). Students in grades 5-12 may be granted a permit to complete the 2016-2017 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2017-2018 school year, students entering kindergarten through grade 5 must meet criteria set forth in Cranston School Committee Policy #5117(b). Students in grades 6-12 may be granted a permit to complete the 2017-2018 school year in their permitted school provided they do not have poor attendance, excessive tardiness, disciplinary problems, or for any other reason that may affect the educational process.

Beginning in the 2018-2019 school year, every permit application for grades K-12 must meet the criteria in Policy #5117(b).

**First Reading: December 8, 2014**  
**Resolution No. 14-12-17**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Second Reading: January 20, 2015**  
**Resolution No. 15-01-17**



## Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cranston Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cranston Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Cranston Public Schools to the contrary in accordance with the school districts procedures. The primary purpose of directory information is to allow Cranston Public Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cranston Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school district in writing at the beginning of each school year. Cranston Public Schools has designated the following information as directory information:

- **Student's name & address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used to authenticate user's identity.



## CRANSTON PUBLIC SCHOOLS

845 Park Avenue  
Cranston, Rhode Island 02910-2790

### FERPA Privacy of Student Information-Opt Out Form

Students and parents have rights, under state and federal laws, to control the release of student information.

**Submit this form if you DO NOT want information about your student given to military and/or college recruiters.**

#### Military Recruiting Information Opt-Out

\_\_\_\_ I **do NOT** want the school to release any information about my student to military recruiters.

#### College Recruiting Information Opt-Out

\_\_\_\_ I **do NOT** want the school to release any information about my student to colleges.

Please Note:

You also have the right to direct the school not to release other information, often called "student directory information," to other organizations or entities. Typically, this information is given to newspapers for a student's listing in sporting events, honor roll, or other school activities. Also, there are times when a school is required by law to provide certain information to outside agencies (i.e. other schools, government agencies). Contact your school for more information about your family's privacy rights.

Student Name \_\_\_\_\_ School \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### Please submit to school office

Equal Opportunity Employer

Cranston Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Title II & Title IX Coordinator of Employment  
Raymond L. Votto, Jr.

504 Coordinator  
Joseph Rotz



**Educational Rights and Student Records**

The Cranston Public Schools recognizing its responsibility with regard to the maintenance and protection of confidentiality of educational records will comply with and establish procedures consistent with federal and state laws and regulations in the following areas:

- a. Notification of Rights 5125 (a)
  - inspection and review
  - request amendment
  - consent to disclosure
  - complaint procedure
- b. Education Records and Confidentiality 5125 (b)
  - definition of terms
  - annual notification
  - custodian of educational records
  - access to educational records
  - amendment destruction

**Policy Adopted: 8/17/78 (Res. No. 98-8-28)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

### **Family Education Rights and Privacy Act Notification of Rights**

**The Cranston Public Schools makes school records available to parents and student over 18 years of age (“eligible students”) according to the Family Education Rights and Privacy Act (FERPA). This Act is amendable only by the U.S. Congress and any changes in the law shall supersede local policy. This policy will be reviewed for appropriate amendments within a reasonable period after changes in the law and/or regulation. In regard to the student’s education records, FERPA affords the following right to parents and “eligible students.”**

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access, unless a shorter time is required by any other state or federal statute. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapists); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

## **Family Education Rights and Privacy Act Notification of Rights (cont.)**

Directory type information is also disclosed without consent in a manner consistent with FERPA and the District policy regarding education records. Directory type information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, electronic mail address, photograph, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

A copy of the Cranston Public Schools policy regarding education records is available in the Office of the Superintendent of Schools.

**Policy Adopted: 8/17/98**  
**Policy Amended: 8/17/09(Res. No. 09-8-19)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

## **Education Records and Confidentiality**

The following procedures which have been established by the Cranston Public School Committee to protect the confidentiality of education records, are based upon the requirements of the Family Educational Rights and Privacy Act (34CFR, Part 99 as amended), the Individuals with Disabilities Education Act, the General Laws of Rhode Island, and the Rhode Island Regulation of the Board of Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities. These policies and procedures pertain to the inspection, review, amendment, transfer, maintenance and destruction of education records.

### **Definition of Terms**

In its policies and procedures for student education records, the Cranston Public Schools uses the following definition of terms:

**Student** - Any person who attends or has attended a school in the Cranston Public School District.

**Eligible Student** - A student or former student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

**Parent** - A parent or student, including natural parent, a guardian or individual acting as a parent in the absence of a parent or a guardian.

**Education Records** - Any information recorded in any way, including but not limited to, handwriting, print, tape, film, microfilm, microfiche, and computer media, that is: 1) directly related to a student 2) maintained by the school district or by a party acting for the school district and 3) directory information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, electronic mail address, photograph, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

### **Educational Records Do Not Include**

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.
3. (a) Records relating to an individual who is employed by an educational agency or institution that:
  - Are made and maintained in the normal course of business
  - Relate exclusively to the individual in that individual's capacity as an employee
  - Are not available for use for any other purpose.

## **Education Records and Confidentiality (cont.)**

(b) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.

### **Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are:**

- Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity.
- Made, maintained, or used only in connection with treatment of student.
- Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.

### **Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.**

### **Grades on Peer-Graded Papers Before They Are Collected and Recorded By a Teacher.**

### **Personally Identifiable Information that includes, but is not limited to:**

- The student's name
- The name of the student's parent or other family members
- The address of the student or student's family
- A personal identifier, such as the student's social security number, student's school identification number, or biometric record
- A list of personal characteristics that would make the student's identity easily traceable
- Other information that would make the student's identity consent easily traceable
- Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the educational record relates.

## **Written Consent**

Original signed authorization only. The Cranston Public Schools will not accept photocopied authorizations or facsimile transmissions for request for records. Authorization/requests must be signed in ink and include the name, date of birth and the types of educational records requested. Tele copied requests must be followed by the original signed authorization before records will be released.

## **Education Records and Confidentiality (cont.)**

### **Confidentiality/Annual Notification of Rights**

Appropriate records of attendance, evaluation, suspension or withdrawal are maintained for each student, kept in a protected location and treated in a confidential manner. Parents and eligible students are notified annually by the Cranston Public Schools of the rights accorded to them by the Family Educational Rights and Privacy Act (FERPA) as amended by the Improving America's School Act of 1994 and the USDE regulations of November, 1996 and revised FERPA regulations issued on December 8, 2008, which took effect January 8, 2009. Parents of middle school, high school students, and eligible students are notified annually of their FERPA rights through publication in the middle school and high school handbooks. Parents of all students are notified annually through publication.

The annual notification of rights informs parents/eligible students that they have the right to:

1. Inspect and review the student's education records
2. Request the amendment of the student's education records to ensure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent;
4. File with the United States Department of Education a complaint concerning alleged failures by the Cranston Public Schools to comply with the FERPA regulations; and
5. Obtain a copy of the policies of the Cranston Public Schools for student education records. Copies of these policies are located in the offices of the superintendent of schools and the executive director of pupil personnel services.

## **Education Records and Confidentiality (cont.)**

### **Custodian of Education Records**

The superintendent of schools or his/her designee is the district-wide custodian of education records. The Office of the Superintendent is located at 845 Park Avenue, Cranston, RI 02910.

Listed below are the type and locations of education records that are maintained by the Cranston Public Schools and the school personnel whom the superintendent designates as building-level custodian of these records:

<b>Types of Records</b>	<b>Grades</b>	<b>Location</b>	<b>Custodian</b>
Cumulative School Records (including attendance & discipline)	K-12	Schools	School Principal
Special Education	Ages 3-21	Special Services & Copy at the School	Ex. Dir. of Pupil Personnel Services c/o Dir. of Sp. Ed.
Limited English Proficiency	K-12	School	School Principal
Chapter 1 & Literacy	K-12	School	School Principal
Health Records	K-12	Office of School Nurse at School in which the student is currently enrolled	School Principal
Records of Students who have graduated or left the school district		Last School Attended	Principal c/o Asst. Principal for Student Services
Inactive Special Education		Special Services Center	Ex. Dir. of Pupil Personnel Services c/o Dir. of Sp. Ed.

### **ACCESS TO EDUCATION RECORDS**

1. Parents of students and eligible students may, upon request, inspect and review the student's education records. Parents of students and eligible students must submit to the administrator who is designated as the building-level custodian of records a written request for student records that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school district official will notify the parent or eligible student of the date, time and location where the records may

be inspected and reviewed. Request by parents and eligible students to inspect and review the student's education records will be accommodated within a reasonable period of time but, in no case, more than forty-five (45) calendar days after the receipt of such requests.

### **Education Records and Confidentiality (cont.)**

The Cranston Public Schools will respond to requests for explanations and interpretations of the records.

2. As required by the Rhode Island Regulations of the Board of Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities, the Cranston Public Schools shall permit parents of students receiving special education or related services to inspect and review any special education records relating to their student which are collected, maintained, or used by the district. The Cranston Public Schools will comply with a parental request without unnecessary delay to inspect and review their student's special education records and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or educational placement of the student, or the provision of free appropriate public education (FAPE) to the student, and in no case more than ten (10) calendar days after the request has been made.

This includes the right to a response to reasonable parental requests for explanations and the interpretations of the students' records; and the right to have a representative of the parent inspect and review the student's records.

3. The Cranston Public Schools provides to a parent or eligible student a copy of the student's education records if failure to do so would effectively prevent the parent or eligible student the right to inspect and review such records. The Cranston Public Schools reserves the right to charge a fee of 15 cents per page for copies of student education records, provided the fee does not effectively prevent parents from exercising their right to inspect and review those records.
4. If any education record includes information about more than one (1) student, the parents of those students shall have the right to inspect and review only the information relating to their student or to be informed of that specific information.
5. The Cranston Public Schools will disclose information from a student's education records only with the written consent of the parent or eligible student or with the following exceptions:
  - a. To school officials who have a legitimate educational interest in the records. A school official is:
    - A person employed by the district as an administrator, supervisor, teacher, teacher assistant, administrative assistant, secretary or clerk.



- A person elected to the school district's board of education, when board action regarding a student is required.
  - A person employed by, under contract to, or whose services are purchased by the school district to perform a special task, for example, a consultant, evaluator, related service provider, expert witness, or an attorney, psychiatrist, educational collaborative, etc.
- b. School officials have a legitimate educational interest when the official is:
- Performing a task or responsibility that is specified in his or her job description.
  - Performing a task related to a student's education.

### **Education Records and Confidentiality (cont.)**

- Performing a task related to the discipline of a student.
- Providing a service or benefit to the student and/or the student's family including, but not limited to, health care, parent effectiveness training, counseling, homebound instruction, job placement and financial aid.
- Providing a purchased service, i.e., counseling, evaluation, therapy, consultation, etc.
- Providing legal representation to the school district.
- Performing administrative or other educational responsibilities prescribed by the district.

The district shall use reasonable methods to ensure that school officials obtain access to only those records in which they have legitimate educational interests.

6. To officials of another school, school system or institution of postsecondary education in which a student seeks or intends to enroll. Upon request of the parent or eligible student, a copy of the record that was disclosed will be provided and upon request, an opportunity for a hearing will be provided.
7. To authorize officials of the U.S. Department of Education, the Comptroller General of the United States, and state and local educational authorities, provided the disclosure of the information pertains to state-supported or federally-supported education program.
8. To accrediting organizations to carry out their accrediting functions (excluding confidential special education records).
9. The disclosure of "Directory" type information consistent with public notice.
  - A parent or eligible student has the right to refuse to let the Cranston Public Schools designate any or all of those types of information about the student as directory information.
  - Within ten (10) days of the public notice, the parent or eligible student must notify the Cranston Public Schools, in writing, that he or she does not want any or all of those types of information about the student designated as directory information.
  - The Cranston Public Schools will disclose directory information about former students in a manner consistent with FERPA.

10. To comply with a judicial order or lawfully-issued subpoena, in which case the school district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. Written consent is not required.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

In the event that the disclosure is under the health and safety emergency exception, the district must record the emergency or “articulable and significant threat” that formed the basis for the disclosure, along with the parties to whom it disclosed the information.

### **Education Records and Confidentiality (cont.)**

12. For appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
13. To teachers and school officials within the district who the district has determined have legitimate educational interests in the behavior of the student and the information described in “11” above.
14. To teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student and the information described in “11” above.
15. To certain state and local officials pursuant to state statute that allows the disclosure in the system’s ability to effectively service, prior to adjudication, the student whose records are being released.
16. To state and local officials or authorities to whom this information is specifically allowed to be reported or disclosed.
17. To certain governmental officials in order to carry out lawful functions.
18. In connection with the application for, or receipt of, financial aid.
19. To organizations conducting educational studies.
20. To parents of an eligible student who is considered a dependent student under the Internal Revenue Code.
21. Except for those parties listed in “5” above, the school district will not release education records unless it receives from the parent or eligible student a written consent for release that indicates:
  - a. The records that may be disclosed
  - b. The purpose of the disclosure
  - c. The party or class of parties to whom the disclosure may be made.

22. The building-level custodian of education records or a school official designee will be available to assist the parent/and or eligible student in understanding the special education records being inspected or reviewed.
23. The executive director of pupil personnel services or his or her designee will be available to assist the parent and/or eligible student in understanding the special education records being inspected or reviewed.

#### **Education Records and Confidentiality (cont.)**

24. A record of each request for access to and each disclosure of personally identifiable information from the education records of each student shall be maintained as long as the records are needed to provide educational services.
  - a. For each request or disclosure the record includes:

The names of parties who have requested personally identifiable information from the student education record;

    - The names of the additional parties to which the receiving party may disclose the information on behalf of the school district' and
    - The legitimate interests the parties had in requesting or obtaining information.
  - b. Paragraph "24" above does not apply to requests or disclosure if they were from or to the parent or eligible student, a party with written consent from the parent or eligible student, a school official whom the district-wide custodian of records or the building-level custodian of records has determined to have legitimate educational interests, or a party seeking directory information.
  - c. The record of request and/or disclosures may be inspected by the parent or eligible student.
25. Electronic Transmission of Records
  - a. Facsimile (fax) machines- that transmit educational records will not be placed in public areas. Telecopy confidential material will only be done when it is critical and time is of the essence.
    - A facsimile cover sheet with a confidentiality warning will be attached stating that information is confidential and if received improperly, the receptionist should call the sender immediately.

- When sending a telecopy a call will precede each transmission by the sender to the recipient to confirm that the recipient is waiting for the information and to confirm the accuracy of the facsimile telephone number.

b. E-mail will not be used by the Cranston Public Schools for the release of confidential educational information.

26. Education records that are stored in computers will be available to operators who have been authorized to access these records. Access to these records will be limited to only authorized operators by the use of a confidential password.

27. In instances where parents are separated or divorced and one parent has been granted custody by agreement or court order, both parents have access rights to the student's education records. Such rights shall be extended to both parents until such time as evidence is provided to the contrary by state law or court order. These rights are stipulated in the Family Educational Rights and Privacy Act.

### **Education Records and Confidentiality (cont.)**

28. When the school district releases personally identifiable information from an education record to another party, such release of information is made on the condition that the party to whom the information is disclosed will not disclose the information to another party without prior consent of the parent or eligible student.

29. When surveys, inventories, questionnaires or similar data-collection measures are used by employees of the school district to obtain student-related information, the students' rights of privacy shall be protected. The use of any survey, inventory, questionnaire or similar data-collection measure must be approved by the superintendent of schools.

### **Amending Education Records**

A parent or eligible student has the right to request that the school district amend/change the education records if it is believed that information contained in the records is inaccurate, misleading, or in violation of the student's rights of privacy or other rights.

#### **1. Procedures for Amending Education Records**

- The parent or eligible student must submit to the building-level custodian of records a written request to amend/change the education records. The request should identify the part of the record he/she wishes to change and specify why it is believed that the part of the record in question is inaccurate, misleading, or in violation of the students' rights of privacy or other rights.
- The school official shall decide whether to amend the record as requested within a reasonable period of time of the receipt of the request.

- If the school official decides not to amend the information in accordance with the request, it shall inform the parent or eligible student of the refusal and the right to a hearing.

## 2. Process for a Hearing

- If the hearing involves special education records, the process Cranston Public Schools will comply with regulatory requirements is according to the provisions of Section One, IX, 7.0 of the Board of Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities.
- For other educational records, the parent or eligible student will submit to the designated school official a written request for a hearing.
- The school district will hold the hearing within a reasonable time after receiving the written request.

## **Education Records and Confidentiality (cont.)**

- The parent or eligible student will be notified, reasonably in advance, of the date, time, and place of hearing.
- The hearing will be conducted by an individual chosen by the superintendent who does not have a direct interest in the outcome of the hearing. The individual chosen may be an official of the school district. The parent or eligible student will be provided a full and fair opportunity to present evidence relevant to the issues raised in his or her request to amend the school record. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.
- A written notice informing the parent or eligible student of the outcome of the hearing will be mailed by the school district to the parent or eligible student within a reasonable period of time after the hearing. The notice will include a summary of the evidence and the reason(s) for the decision.

## 3. Result of the Hearing

- If, as a result of the hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the record accordingly and inform the parent or eligible student in writing.
- If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other

rights of the student, it will not amend the record. It will inform the parent or eligible student of the right to place a statement in the record it maintains commenting on the contested information in the record of stating why he or she disagrees with the school district's decision not to amend the record. The statement will be maintained with the contested part of the record for as long as the record is maintained. If the school district discloses the contested portion of the records to any party, it will also disclose the statement.

## **DESTRUCTION OF RECORDS**

1. The Cranston Public Schools shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student:
  - Confidential records will be maintained by the school system for five (5) years after the student has graduated or left the district, whichever comes first.

## **Education Records and Confidentiality (cont.)**

- Families and students notified in writing in April prior to graduation, or the last year in school, that records will be maintained for five (5) years after which they will be destroyed.
  - Three (3) months prior to destruction, an advertisement will be placed in the newspaper notifying the public of the intent to destroy educational records, with a contact number.
2. The Cranston Public Schools will continue to maintain a permanent record of a student's name, address, attendance record, classes attended, grade level completed, and year completed.
  3. Parents or eligible students have the right to request that educational records be amended or destroyed:
    - Parent (or student) will request in writing any amendment or request for destruction of records.
    - The request must state the reason for the change in the record or reason for destruction.
    - Requests should be submitted to the appropriate administrator:
      - a. Directory information, academic, discipline, attendance records – School

Principal.

b. Confidential special education records – Director of Special Education.

- Requests for the destruction of records will be reviewed within thirty (30) days and a decision regarding the request will be made in writing to the person making the request.
- The school system has the right to refuse requests for the destruction of education records based on the requirements that records be maintained for five (5) years.
- Parents of eligible students have the right to appeal any decision to the Rhode Island Department of Education.

Policy Adopted: 8/17/98  
Policy Amended: 8/17/09 (Res. No. 09-8-19)

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**5125(b)**

### **CRANSTON PUBLIC SCHOOLS EDUCATIONAL RECORDS**

School_____Year_____
"Custodian of Records"_____
Type of Record:_____ Academic_____ Health_____ Disciplinary_____
Other (Specify) _____

### **LOG OF ACCESS**

STUDENT	D.O.B.	REQUESTED BY	ACCESS INSPECT	ACCESS COPY	DATE REQUEST	DATE COMPLIANCE	COMMENTS

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**Policy Adopted: 8/17/98 (Res. No. 98-8-28)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**



**Missing Children**

Pursuant to Title 42, Chapter 28.8, Section 7 of the General Laws of Rhode Island, the Cranston School system shall institute a record-keeping system which will provide for the “flagging” of children identified by the appropriate authorities as being missing. All appropriate forms necessary to comply with this law shall be made available.

Records to be identified are as follows:

1. Pupil Cumulative Record (PCR)
2. Confidential Records
3. Secondary Student Permanent Record
4. Student Health and Life Card

**Policy Adopted: 12/18/1989 (Res. No. 89-11-27)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Missing Children (cont.)****School records – Flagging required**

- a. Upon notification by the missing (children's) information center of a person's disappearance, the commissioner of education shall cause any school in which the person is currently or was previously enrolled to flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. ***All requests must come from DCYF or other state agencies.***
- b. In response to any inquiry, the school shall not provide a copy of the school records or other information concerning the person whose record is flagged pursuant to this section except as approved by the missing (children's) information center.
- c. When a copy of the school record of a person whose record has been flagged is requested in person, the school personnel accepting the request shall immediately notify his or her supervisor. The person making the request shall complete a form (see: Request for Flagged Records) supplying his or her name, address, telephone number, social security number and relationship to the missing person and the name, address and birth date of the missing person. The driver's license of the person making the request, if available, shall be photocopied and returned to him. He shall be informed that a copy of the records shall be mailed to him. The school personnel shall note the physical description of the person making the request, and, upon the latter's departure from the school's office, his or her supervisor shall immediately notify the missing (children's) information center as to the request and the information obtained pursuant to this section. The school shall retain the form completed by the person making the request unless the missing (children's) information center requests otherwise.

**Missing Children (cont.)**

- d. When a copy of the school records of a person whose record has been flagged is requested in writing, the school personnel receiving the request shall immediately notify the local law enforcement authority or the missing (children's) information center as to the request and shall provide a copy of the written request. The school shall retain the original written request unless otherwise requested by the missing children's information center.

## History of Section

P.L. 1986, ch. 252 &amp; 2

Complier's Notes. In 1986, the bracketed word "Children's" appearing throughout this section was substituted by the complier for "childrens'" and the word 'request' in the last sentence of subsection (c) was substituted by the complier for "request."

**Regulations Adopted: 12/18/89**  
**Regulation Amended: TBD**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

## **Early Admission to Kindergarten**

### **Purpose**

The purpose of this policy is to ensure that the early years of a student's educational experience provide the solid foundation critical to ongoing academic success. Since the first years are so essential to a successful long-term educational experience, every effort is made to ensure that students entering kindergarten are ready to learn and be successful. The Cranston School Committee, in accordance with Rhode Island state regulation, holds that students are best served when they enter school at the ages research indicates is most conducive to long-term success. However, this policy and state regulation have prescribed the consideration of the individual needs of students for early entrance.

### **Issues**

The decision regarding early entrance to kindergarten requires careful consideration of all factors. Early entrance should be considered only when there is solid evidence that the child will be able to function "at or above" average kindergarten level. Although a child may be somewhat above average for his/her age group, careful consideration should be given to school placement so that a child will not be placed in a situation in which he/she will encounter difficulty maintaining average performance due to an age differential. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balance of the myriad of factors which include the child's social, emotional, physical and intellectual capabilities.

### **Position**

It is the presumption of the Cranston School Committee that students will enter kindergarten at the ages prescribed by Rhode Island state regulation, age five on or before September 1st. The Cranston School Committee understands that students whose birth dates closely miss the cutoff date for school attendance may have educational needs or demonstrated capabilities that warrant early admission to kindergarten.

## **Early Admission to Kindergarten (cont.)**

### **Procedures**

The kindergarten early entrance procedures are designed to identify and place those children in kindergarten who:

1. Is a Cranston resident who will turn 5 years of age between September 2 and October 15 of the enrollment year, which is the screening period for all Cranston kindergarten students.
2. Is believed by parent(s), guardian(s), and/or teachers as being intellectually advanced and likely to benefit from advanced grade placement in kindergarten and; are selected on the basis of evaluations conducted by district personnel with evidence of strength in mental ability, fine and gross motor ability, visual and auditory discrimination, social/emotional, development, and communication skills.
3. Has completed one full year of preschool.

### **The following procedures will be used to address all requests for early kindergarten admission:**

1. Applications for early admission to Kindergarten will be accepted between April 1 & June 1 by the Assistant Superintendent. The initial application will include:
  - An up-to-date and certified immunizations record
  - A certified birth certificate.
  - A letter of recommendation supporting early entrance from their preschool of attendance (child must have one full year of preschool).
2. An evaluation of the child's potential to benefit from early admission to kindergarten is required. Parent(s)/guardian(s) authorization for any evaluation is required. The evaluation will be at no cost to the parent(s)/guardian(s). It shall be completed within a reasonable time period by qualified personnel as assigned by the Cranston School Department.
3. In order to withstand the rigors of the kindergarten program, the early entry student must be able to demonstrate that he/she has the social-emotional, intellectual and developmental level of a five year old. To assess these areas, the following instruments will be used in the following order:
  - a. School Readiness Assessment. This includes two parts:
    - Parent(s)/Guardian(s) will complete a standardized rating scale that measures social/emotional development and
    - Students will participate in an assessment that evaluates foundational academic concepts necessary for kindergarten. Students must score in the 90% to move onto the next evaluation.
  - b. Intelligence Assessment. Those students who score in at least the 95% will qualify for early admission to kindergarten.

### **Early Admission to Kindergarten (cont.)**

4. After the evaluation is completed, a conference will be held with the parent(s)/guardian(s) to consider appropriateness of early entrance into kindergarten. A written summary of the evaluation findings shall be made available to the parent(s)/guardian(s).
5. The decision of the Early Childhood Evaluation Team (ECET) to offer early admittance to kindergarten will be forwarded to the Assistant Superintendent. If a decision is made to not allow a child early admittance to kindergarten, there will be no appeal process regarding the decision of the Early Childhood Evaluation Team for early kindergarten admittance.
6. Student candidates for early entry to kindergarten will not be considered for placement in their home school if this causes the kindergarten enrollment to exceed the maximum allowable class size limit. Should this occur, other Cranston School Department kindergarten classrooms with space for additional kindergarten students will be made available. In this situation, early entrant children will not be provided transportation. In the rare event that all classrooms in the district are at capacity, early admittance to kindergarten will not be offered.

**Policy Adopted:**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**